

NOTICE OF PUBLIC MEETING
of
THE OFF-HIGHWAY VEHICLE ADVISORY GROUP
(OHVAG)
of
THE ARIZONA STATE PARKS BOARD

Notice is hereby given to members of the Off-Highway Vehicle Advisory Group (OHVAG) and the general public that the Group will hold a meeting open to the public on **Wednesday, January 11, 2012, at the Arizona State First Floor Conference Room, 1300 W. Washington St., Phoenix, AZ at 1:00 p.m.** pursuant to A.R.S. § 41-511.22. The Group may go into Executive Session for the purpose of obtaining legal advice from the State Parks Assistant Attorney General on any of the agenda items pursuant to A.R.S. § 38-431 et seq. Items on the Agenda may be discussed out of order, unless they have been specifically noted to be set for a time certain. Public comment will be taken. The Group will discuss and may take action on the following matters:

AGENDA

(The Chair reserves the right to set the order of the agenda.)

NOTE: A quorum of the Group may attend the Parks Board meeting being held in the Parks Board Room at State Parks office, 1300 W. Washington St., Phoenix, AZ beginning at 10 a.m. The Group may discuss issues with the Parks Board, but no action will be taken on any issue that is not on the Parks Board agenda for that meeting.

A. CALL TO ORDER AND ROLL CALL

B. INTRODUCTION OF MEMBERS AND STAFF

1. OHVAG Chair (or designee) will read mission statement

The Statewide OHV Program Mission is to develop and enhance statewide off-highway vehicle recreation opportunities, and develop educational programs that promote resource protection, social responsibility, and interagency cooperation.

C. CALL TO THE PUBLIC – Consideration and acknowledgment of comments and suggestions from the public. Those wishing to address the Group must register at the door and be recognized by the Chair. It is probable that each presentation will be limited to one person per organization and the time allotted by the Chair. Action taken as a result of public comment will be limited to directing staff to study or reschedule the matter for further consideration at a later time.

D. CONSENT AGENDA – The following items of a non-controversial nature have been grouped together for a single vote without OHVAG discussion. The Consent Agenda is a timesaving device and OHVAG members received documentation regarding these items prior to the open meeting. Any OHVAG member may remove any item from the

Janice K. Brewer
Governor

State Parks
Board Members

Chair

Tracey Westerhausen
Phoenix

Walter D. Armer, Jr.
Vail

Reese Woodling
Tucson

Larry Landry
Phoenix

Alan Everett
Sedona

William C. Scalzo
Phoenix

Maria Baier
State Land
Commissioner

Renée E. Bahl
Executive Director

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Consent Agenda for discussion and a separate vote at this meeting, as deemed necessary. The public may view the documentation relating to the Consent Agenda at the Arizona State Parks Board Office: 1300 W. Washington, Phoenix, Arizona.

1. **Approval of Minutes from the October 17, 2011, OHVAG meeting.**
2. **Approval of Minutes from the December 1, 2011, OHVAG meeting.**

F. OHVAG ACTION ITEMS

1. **OHVAG Will Consider and Approve a DRAFT OHV Project Evaluation Form.** – Staff has developed a project evaluation form that provides a quantitative analysis of projects based on the priorities for project selection identified in the off-highway vehicle statute A.R.S. §28-1176(E-H) and the State Trails Plan. OHVAG may suggest additions, deletions and/or changes to the form. The discussion may include recommendations on project application requirements and considerations for funding future projects, such as a maximum project award and proof of user community support. The Group will make a recommendation to staff as to how the criteria should be used to determine priority in awarding grant funds.
2. **OHVAG Will Review and Approve the 2012 OHV Ambassador Program Expansion Grant Manual.** – The Group will review and approve the criteria for eligibility to apply for this grant and the criteria for evaluating the applications. The solicitation for program coordinators will be announced in early February.

G. REPORTS – may be attached or presented verbally or the information may be provided at the meeting and will address the following subjects:

1. OHV Program Partner Reports:

NONE SCHEDULED

2. Staff Reports:

- a. Update on 2012 revenue in the Off-Highway Vehicle Recreation Fund and the amount available for projects.

3. Chairman's Report:

NONE SCHEDULED

H. TIME AND PLACE OF NEXT MEETINGS AND CALL FOR FUTURE AGENDA ITEMS -

Friday, February 10, 2012 at the State Parks Office, 1300 W. Washington St., Phoenix, AZ

Friday, April 6, 2012 in Phoenix at site to be determined.

Friday, May 4, 2012 in Kingman, AZ at a site to be determined.

Friday, August 17, 2012 at a site to be determined.


Friday, November 2, 2012 at a site to be determined.

I. ADJOURNMENT

A copy of this agenda and any background material provided to OHVAG is available for public inspection at Arizona State Parks, Partnerships Division 1300 W. Washington, Phoenix, Arizona and on the State Parks website at <http://azstateparks.com/committees/OHVAG.html>.

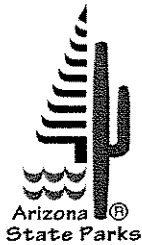
For additional information, contact Robert Baldwin at (602) 542-7130.

Pursuant to Title II of the Americans with Disabilities Act (ADA), Arizona State Parks does not discriminate on the basis of a disability regarding admission to public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the State Parks office at (602) 542-7152; or TTY (602) 542-4174. Requests should be made as early as possible to allow time to arrange the accommodation.

 1-4-12
Jay Ziemann, Assistant Director
Partnerships Division, Arizona State Parks

Posted at: Arizona State Parks
1300 W. Washington, 1st Floor
Phoenix, Arizona

And at: <http://azstateparks.com/committees/OHVAG.htm>



Off-Highway Vehicle Advisory Group Action Report Agenda Item #: E-1

Title: Review and Discuss the Draft OHV Project
Evaluation Form
Staff Lead: Doris Pulsifer, Chief of Resources & Public
Programs
Date: January 11, 2012

Recommended Motion:

I move the Off-Highway Vehicle Advisory Group adopt a OHV Project evaluation form to provide a quantitative analysis of projects based on the priorities for project selection identified in the Off-Highway Vehicle Statute A.R.S. §28-1176 (E-H) and the State Trails Plan and direct staff to incorporate the priorities in the next grant manual to award Off-Highway Vehicle Recreation Funds and Recreational Trails Program Motorized Portion Funds.

Status to Date:

On June 16, 2010 the State Parks Board directed OHVAG to select high priority projects on behalf of the Parks Board for funding from the state Off-Highway Vehicle Recreation Fund and the federal Recreational Trails Program.

On June 23, 2011 the State Parks Board approved the FY 2012 Operating Budget, which included the OHV Fund Allocation for OHV Project Awards.

At the request of an OHVAG member staff developed a project evaluation form that provides a quantitative analysis of projects based on the priorities for project selection identified in the off-highway vehicle statute A.R.S. §28-1176(H) and the Arizona Trails 2010: Statewide Motorized and Non-Motorized Trails Plan. (These documents were provided to the Group at the December 1, 2011 meeting.)

The draft project evaluation form was presented to the OHVAG at their meeting on August 19, 2011. The draft project evaluation form included some examples of projects and how they could be rated. The Group discussed considerations to the rating structure and application requirements. The Group reviewed the form at their December 1, 2012 meeting. Staff provided the Excel version of the form and asked OHVAG members to plug in some values and evaluate the results.

OHVAG may suggest additions and/or changes to the form and may determine how it could be used in the project selection process. The discussion may include recommendations on project application requirements and considerations for funding future projects, such as a maximum project award and proof of user community support. OHVAG may direct staff to use the final product to score projects submitted for the future review.

Time Frame:

Should the Off-Highway Vehicle Advisory Group approve the recommended motion, staff would proceed with the following.

Off-Highway Vehicle Advisory Group Action Report
Agenda Item #: E-1

- Staff will make necessary changes to the final product and prepare for use by staff and OHVAG in scoring projects submitted for future review.

Staff and Financial Resources:

Tasks fall within the normal process of administering grant projects.

Relation to Strategic Plan:

Partnerships: To build lasting public and private partnerships to promote local economies, good neighbors, recreation, conservation, tourism and establish sustainable funding for the agency.

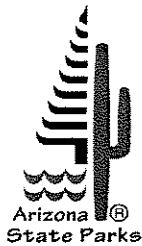
Relevant Past Board Actions:

June 16, 2010 the State Parks Board directed OHVAG to select high priority projects on behalf of the Parks Board for funding from the state Off-Highway Vehicle Recreation Fund and the federal Recreational Trails Program.

June 23, 2011 the State Parks Board approved the FY 2012 Operating Budget that included the OHV Fund Allocation for OHV Project Awards.

Attachments:

NONE



Off-Highway Vehicle Advisory Group Action Report Agenda Item #: E-2

Title: Review and Approve the 2012 OHV Ambassador
Program Expansion Grant Manual
Staff Lead: Robert Baldwin, Grants Coordinator
Date: January 11, 2012

Recommended Motion:

I move the Off-Highway Vehicle Advisory Group approve the 2012 OHV Ambassador Program Expansion Grant Manual.

Status to Date:

The process of soliciting grants is conducted according to state statutes and board policy. The manual meets all of the requirements to properly notice potential applicants, identify the purpose for the solicitation and who is eligible to apply, and identify the criteria that will determine which applicants will receive funding. Staff has prepared the 2012 OHV Ambassador Program Expansion Grant Manual to identify organizations that can provide a person and successfully coordinate the OHVA Program in conjunction with a land/resource management agency within a specific management area.

Public Comment: - NONE

Time Frame:

Should the Off-Highway Vehicle Advisory Group approve the recommended motion, staff would proceed with the following.

- Announce the grant opportunity in by January 23, 2012.
- Consult with potential applicants through the application due date in March.
- Collect and review applications for eligibility.
- Convene a review committee to rate the grant applications based on the identified criteria soon after the grants have been received.
- Present a recommendation to the OHVAG for approval at their April 6, 2012 meeting.

Staff and Financial Resources:

Tasks fall within the normal process of administering grant programs.

Relation to Strategic Plan:

Partnerships: To build lasting public and private partnerships to promote local economies, good neighbors, recreation, conservation, tourism and establish sustainable funding for the agency.

Relevant Past Board Actions:

At the June 23, 2010 Parks Board meeting OHVAG was directed to review the applications for high priority OHV projects and select the ones to be funded.

Attachments:

Attachment E2A - FY 2012 OHV Ambassador Program Expansion Grant Manual

OHV REVENUES - FY 2012 THROUGH NOV

FY12 OHV REVENUES - ADOT/HURF - FUEL TAX						
Month Rev. REC'D	Document Number	Effective Date	Total Rec'd From ADOT	State Parks 60%	AZ G&F 35%	ASLD 5%
Jul	TM27973	7/15/11	\$212,774.16	\$127,664.49	\$74,470.96	\$10,638.71
Aug	TM28300	8/11/11	\$202,555.88	\$121,533.53	\$70,894.56	\$10,127.79
Sep	TM28633	9/9/11	\$209,667.12	\$125,800.27	\$73,383.49	\$10,483.36
Oct	TM28943	10/11/11	\$217,108.41	\$130,265.05	\$75,987.94	\$10,855.42
Nov	TM29254	11/9/11	\$207,723.16	\$124,633.91	\$72,703.11	\$10,386.16
Dec				\$0.00	\$0.00	\$0.00
Jan				\$0.00	\$0.00	\$0.00
Feb				\$0.00	\$0.00	\$0.00
Mar				\$0.00	\$0.00	\$0.00
Apr				\$0.00	\$0.00	\$0.00
May				\$0.00	\$0.00	\$0.00
Jun				\$0.00	\$0.00	\$0.00
FY-T-D GAS TAX TOTAL			\$1,049,828.75	\$629,897.25	\$367,440.06	\$52,491.44

FY12 OHV REVENUES - ADOT/INDICIA - DECAL STICKERS						
Month	Document Number	Effective Date	Total Rec'd From ADOT	State Parks 60%	AZ G&F 35%	ASLD 5%
Jul	TM28060	7/25/11	\$155,750.50	\$93,450.29	\$54,512.68	\$7,787.53
Aug	TM28324	8/11/11	\$120,186.00	\$72,111.60	\$42,065.10	\$6,009.30
Sep	TM28686	9/19/11	\$145,193.00	\$87,115.80	\$50,817.55	\$7,259.65
Oct	TM28971	10/14/11	\$135,027.00	\$81,016.20	\$47,259.45	\$6,751.35
Nov	TM29323	11/15/11	\$161,049.00	\$96,629.40	\$56,367.15	\$8,052.45
Dec				\$0.00	\$0.00	\$0.00
Jan				\$0.00	\$0.00	\$0.00
Feb				\$0.00	\$0.00	\$0.00
Mar				\$0.00	\$0.00	\$0.00
Apr				\$0.00	\$0.00	\$0.00
May				\$0.00	\$0.00	\$0.00
Jun				\$0.00	\$0.00	\$0.00
FY-T-D DECAL STICKER TOTAL			\$717,205.50	\$430,323.29	\$251,021.93	\$35,860.28

FY12 OHV REVENUES - TREASURER - EARNED INTEREST							ALL ASP OHV REVENUE:	
Month	Document Number	Effective Date	State Parks 100%					
Jul							Jul	\$221,114.78
Aug	T0800237	8/24/11		\$1,053.67			Aug	\$194,698.80
Sep	T0900230	9/20/11		\$1,548.98			Sep	\$214,465.05
Oct	T1000229	10/12/11		\$1,785.22			Oct	\$213,066.47
Nov	T1100228	11/15/11		\$1,955.54			Nov	\$223,218.85
Dec							Dec	\$0.00
Jan							Jan	\$0.00
Feb							Feb	\$0.00
Mar							Mar	\$0.00
Apr							Apr	\$0.00
May							May	\$0.00
Jun							Jun	\$0.00
13th Mo.							13th Mo.	\$0.00
FY-T-D EARNED INTEREST TOTAL			\$6,343.41				TOT ASP FY-T-D \$1,066,563.94	

FY-T-D REVENUE FROM ADOT	\$1,767,034.25	\$1,060,220.54	\$618,461.99	\$88,351.71
FY-T-D REVENUE FROM EARNED INTEREST		\$6,343.41		
P-CARD REBATE				
FY-T-D TOTAL OHV STATE PARKS REVENUES		\$1,066,563.95	\$1,122,931.10	\$56,367.15
Program Administration - 12% of ASP Revenues		\$127,987.67		

**Note - Nov Decal Transfer to G&F
did not clear AFIS in Nov.

OFF-HIGHWAY VEHICLE FUND - FUND STATUS AS OF FY 2012 THRU NOV

DAFR 6690	Prog#	Org/Proj#	Description	Bal. Fwd.	Budget	Revenues	Expenditures	YTD Unexp. Bal.
2253 OFF-HWY VEHICLE FUND								
REVENUES, SWEEPS, AND REALLOCATIONS:								
			Unobligated Carryforward fr Pr Yr	1,897,214.40				1,897,214.40
			Awarded to AY11 Aid Projects		(885,015.00)			
			Deobligated AY11 Prior Year Agency Operating Funds		0.00			
			Deoblig. of Pgm. Admin. Funds for Tsf to State GF		62,400.00			
			Deobligation of Agcy Oper Funds for Tsf to State GF		11,400.00			
			Deobligate. Of Pass-Thru Aid for Tsf to State GF		0.00			(811,215.00)
REVENUES:								
APPN 77777	7777	7777	Treasurers Interest Earned			6,343.41		(Unalloc. revenue
APPN 50000	5003	5107	Fuel Tax Revenue - ADOT - 60%			629,897.25		= 88% of tot rev
APPN 50000	5003	5107	Decal Indicia Revenue - ADOT - 60%			430,323.29		less \$692,100)
			Decal Indicia Revenue - to G&F cleared in Dec.			56,367.15		
			TOTAL FY 2012 ASP Revenue			1,122,931.10		296,079.37
LEGISLATED SWEEPS TO STATE GENERAL FUND:								
APPN 51013	5013	5101	1st RS SB1612 CH 24 SEC 108-Cont spd reduction				11,400.00	Agency Oper.
APPN 51013	5013	5101	1st RS SB1612 CH 24 SEC 108-Cont spd reduction				66,300.00	Pass-Thru Aid
APPN 51013	5013	5101	1st RS SB1612 CH 24 SEC 108-Cont spd reduction				35,300.00	Program Admin
APPN 51000	5013	5101	1st RS SB1612 CH 24 SEC 129-PFP/Furlough				1,900.00	Program Admin
APPN 51000	5013	5101	1st RS SB1612 CH 24 SEC 138-Delayed Benefits				2,300.00	Program Admin
APPN 51000	5013	5101	1st RS CH 26 SB1614 SEC 8-Retirement				2,900.00	Program Admin
			Total FY 2012 Transfers to State General Fund				140,100.00	(140,100.00)
BACKFILLS - TRANSFERS TO OTHER ASP FUNDS:								
APPN XXXXX	5088	5101	Not anticipated				0.00	
			Total FY 2012 Transfers to Other ASP Funds				0.00	0.00
			Total Unallocated Funds	1,897,214.40	(811,215.00)	296,079.37	140,100.00	1,241,978.77
OHV PROGRAM ADMINISTRATION:								
APPN 51000	5100	Multi	Personal Services		147,800.00		68,265.23	79,534.77
	5110		ERE		40,300.00		23,777.97	16,522.03
	5110		Professional Services		0.00		221.00	(221.00)
	5110		Travel In-State		6,500.00		6,334.62	165.38
	5110		Travel Out-of-State		0.00		0.00	0.00
	5110		OOE		43,000.00		11,098.47	31,901.53
	5110		Non-Cap Equip		0.00		0.00	0.00
	5110		Equipment		0.00		0.00	0.00
	5110/20		Subtotal AY12 Admin.	0.00	237,600.00	0.00	109,637.29	127,962.71
			Adm. Adj. AY11	51,217.56			1,261.61	49,955.95
			Total Program Administration Operating (Budget)	51,217.56	237,600.00	0.00	110,958.90	177,858.66
			Total Administration Operating (Actual)	51,217.56	(62,400.00)	134,751.73	110,958.90	12,610.39
					FRATS & Reversions	12% of Total ASP Rev.		
STATE PARKS OPERATING (APPROP):								
APPN 52000*	5200	Multi	Personal Services		380,200.00		102,402.04	277,797.96
	5210		ERE		133,600.00		43,385.39	90,214.41
	5210		Professional Services		0.00		0.00	0.00
	5210		Travel In-State		7,900.00		1,524.03	6,375.97
	5210		Travel Out-of-State		0.00		0.00	0.00
	5210		OOE		141,200.00		37,021.17	104,178.83
	5210		Non-Cap Equip		17,800.00		815.38	16,984.62
	5210		Equipment		0.00		0.00	0.00
			Subtotal AY12 State Parks Operating (Budget)	0.00	680,700.00	0.00	185,148.21	495,551.79
			Adm. Adj. AY11	17,489.56			3,516.93	13,972.63
			Total State Parks Operating (Budget)	17,489.56	680,700.00	0.00	188,665.14	509,524.42
			Total State Parks Operating (Actual)	17,489.56	(11,400.00)	692,100.00	188,665.14	509,524.42
					FRATS & Reversions			
OHV GRANTS & AID PROJECTS:								
APPN 57000	5700	6400	571001-17 - AY10 OHV Aid Projects	161,014.00			8,691.00	152,323.00
	5710		571018-20 - AY10 Ambassador Proj	145,600.00			81,760.48	63,839.52
	5710		571101-07 - AY11 OHV Aid Projects	0.00	325,180.00		136,680.00	188,500.00
	5710		571108-17 - AY12 OHV Aid Projects	0.00	559,835.00		207,440.00	352,395.00
			Reduction of Aid Project Funds for Tsf to State GF	0.00	0.00		0.00	0.00
			Total Grants & Aid Projects	306,614.00	885,015.00	0.00	434,571.48	757,057.52
TOTAL 2253 OHV FUND								
			Trial Balance MIS 65A	2,272,535.52	0.00	1,122,931.10	874,295.52	2,521,171.10
				2,272,535.52		1,122,931.10	874,295.52	2,521,171.10
						0.00	0.00	0.00
FY 2012 Year-End Obligations on the Fund:								
			Cash Bal FY 2012 Program Administration Operating Budget - Non-Approp. (incl. Admin. Adjust.)					12,610.39
			Cash Bal FY 2012 State Parks Agency Operating Budget - Appropriated (incl. Admin. Adjust.)					509,524.42
			Outstanding Grant and Aid Project Obligations					757,057.52
			Unobligated Balance for Grant and Aid Projects (NOT Operating)					1,241,978.77
FY 2013 Obligations on the Fund:								
			Cash Flow Required for FY 2013 Sweeps - Operating Funds - FRATS for Salary Reductions incl. PFP/Furlough					0.00
			Cash Flow Required for FY 2013 Sweeps - Aid Project Funds - FRATS only					0.00
			Cash Flow Required for FY 2013 Operating Accounts (four months)					0.00
			Current CASH Balance Available for ASP Board Grant and Aid Awards and Allocations					1,241,978.77